

**Connect Transit Board of Trustees**  
**February 25, 2025, 4:30 p.m.**  
**351 Wylie Drive, Normal, IL 61761 – Board Room**  
**Regular Session Minutes – Approved at 4/3/25 Meeting**

**A. CALL TO ORDER:**

Chairman Ryan Whitehouse called the meeting to order at 4:30 p.m.

**B. ROLL CALL:**

Board Clerk, Janice Crago, recorded attendance via roll call.

**Trustees Present:**

Trustee Gina Bianchi  
Secretary Linda Foster  
Vice Chair Julie Hile  
Trustee Mandava Rao  
Trustee Barbara Singer  
Chairman Ryan Whitehouse

**Trustees Absent:**

Trustee Judy Buchanan

**City Managers Present:**

City Manager Jeff Jurgens  
City Manager Pam Reece

**City Managers Absent:**

None

**Staff Present:**

David Braun, Managing Director  
Brady Lange, Deputy Managing Director  
Alex Giantamidis, Transit Planner  
Ashley Strupek, Procurement Manager  
Charlie Busse, Maintenance Manager  
Janice Crago, Board Clerk  
Pat Kuebrich, Finance Director  
Shelly Moss, Operations Director  
Steve Stockton, IT Manager

**Guest(s) Present:**

Melissa Stuedemann, Mobility Rider  
Michele Steinbacher, WGLT  
Michelle Brown, Mobility Rider  
Elizabeth Monteros, Mobility Rider  
Robbie Osenga, Catalyst Construction  
Matt Burgess, Home Sweet Home Ministries  
Karim Elsharnouby, Cubic Transportation Systems, Inc.

**C. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT:**

Chairman Whitehouse led the Board in the Pledge of Allegiance and read the Connect Transit Mission Statement.

#### **D. PUBLIC COMMENT:**

Chairman Whitehouse explained the Public Comment procedure and called on Melissa Stuedemann.

Melissa Stuedemann stated she lives along the Orange Route, near the last stop before it goes back to Downtown Bloomington. In the past she has had to fight for the hours of service on that route and is requesting the route run until after the library closes at 9:00, allowing time for her to get home if she is going to the library, or anywhere else that may be open later than 7:00. She emphasized the Orange Route is not the State Farm Route, as many people refer to it, because most of those employees now work from home most of the time and some of their buildings are being torn down or turned into apartments. Ms. Stuedemann thanked the Trustees for their time.

Michelle Brown stated she works with an advocacy group at LIFE CIL and thanked the Board for their time. She stated LIFE CIL has an adult peer group that has noted some issues impacting how their group members get around the community using Mobility. Ms. Brown shared a time that she was unable to get through to the Connect Transit offices for her return trip due to phone issues, as a result she was left in a dark parking lot, in December, in the rain, and realized she was in a dangerous situation because of her mobility challenges and the medical office she was visiting being closed. She explained she was forgotten again yesterday in Downtown Bloomington, but she was able to reach Dispatch and they were able to send someone to pick her up. Ms. Brown stated the group had collected several letters of concern from other Mobility riders [copies provided to each Trustee] sharing their own stories and that she was looking forward to meeting with Connect Transit staff to smooth some of the issues out.

Elizabeth Monteros stated she is from Arizona and new to the area, using the system for three winters now. She explained that if you call for a "Will Call" ride after 2:00, you get stranded most of the time. Ms. Monteros explained her insurance pays for those rides due to it being a contract, yet she has to pay \$40.00 for a Lyft to get her home and that doesn't seem right to her. She also stated that FLEX instructions on where to wait for a ride are confusing and often change while you are actively waiting for the ride.

Chairman Whitehouse thanked the commenters for their comments.

#### **E. CONSENT AGENDA:**

- a. Approval of Regular Session Minutes for November 26, 2024
- b. Approval of Executive Session Minutes for November 26, 2024
- c. Approval of Financial Information for November 2024
- d. Approval of Financial Information for December 2024
- e. Approval of Financial Information for January 2025
- f. Monthly Statistical Reports for November 2024
- g. Monthly Statistical Reports for December 2024
- h. Monthly Statistical Reports for January 2025
- i. Cardinal Infrastructure; Federal Report
- j. Cornerstone; Illinois Weekly Update

**Chairman Whitehouse called for a Motion to Approve the Consent Agenda.**

Secretary Foster motioned; seconded by Trustee Singer.

**Discussion:**

David Braun, Managing Director, stated the packet contained reports from multiple months since we have not met since November but he would like to refer to the most recent report, which is January.

Mr. Braun stated that the January financials reflect a payment to CDM Smith, which is a capital payment for the transit center and not part of our operating budget. He stated there was also a transfer to savings, which is the Illinois Fund account that has proven to be a good source of additional revenue. He shared that our year to date budget income statement is slightly below budget.

Mr. Braun stated that ridership is down about 5% and that we are unsure why, but that trends change from year to year. He explained that staff is going to meet to address the overall decrease, and the Mobility concerns just shared in the Public Comments, especially given that Mobility ridership is down from last year and significantly lower than what was budgeted.

Mr. Braun encouraged the Trustees to read the Cornerstone and Cardinal reports. The Cornerstone report is tracking several bills at the state level that could impact public transit; the IPTA Legislative Committee is following those bills very closely to make sure public transit is not negatively impacted by some of those bills coming through and supporting the bills that will improve public transit in Illinois.

Chairman Whitehouse asked if the Trustees had any questions or comments for Mr. Braun.

Vice Chair Hile stated she appreciates his attention to the ridership numbers and looks forward to the analysis on the Mobility ridership.

Chairman Whitehouse asked if there were any other questions or comments for Mr. Braun.

Chairman Whitehouse called for a vote on the motion on the floor since there were no more questions or comments and asked the Clerk to call the roll.

**Rollcall Vote:**

AYE: Trustee Bianchi, Trustee Foster, Vice Chair Hile, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Consent Agenda was **approved**.

**F. COMMITTEE REPORTS:**

**Marketing and Communications Committee:**

No report.

**Finance Committee:**

No report.

**Operations and Planning Committee:**

No report.

## **G. NEW BUSINESS:**

### a. Recommendation for Fare Collection System – Roll Call Vote

**Chairman Whitehouse called for a motion to authorize the Managing Director to execute a contract with Cubic Transportation, Inc. for a Fare Collection Equipment and Software contract for a term of five years with 2 two-year options. The execution of this contract will be contingent upon final IDOT approval of this contract.**

Trustee Singer motioned; seconded by Trustee Rao.

#### **Discussion:**

Mr. Braun shared that staff has had multiple meetings to discuss an update to our fare collection system to modernize it from what we currently have, which is expensive to maintain and not very user friendly. He explained the system being proposed is much more passenger friendly, easier to maintain, and will reduce maintenance costs for our farebox systems.

Ashley Strupek, Procurement Manager, explained that Connect Transit currently uses a complex fare collection system that is capable of collecting cash payments, reading magnetic stripe cards, and scanning QR codes generated by a mobile app. The current system is limited in the type of payment methods it can accept, as well as being costly to maintain. In calendar year 2024, 66.3% of maintenance road calls were related to farebox issues and replacement and farebox repairs are complex and very costly. Recent technological advancements have allowed transit systems to take open loop payments. Open loop payment allows passengers to pay with credit cards, debit cards, phones, wearable devices, smart cards, university passes, QR codes, and special event codes. The hardware used to accept these payments does not have moving parts and is simple to replace in the event of an equipment failure. In order to remove barriers to the boarding process, provide payment flexibility, offer a better riding experience for our passengers and the community, and reduce annual maintenance costs, Connect Transit staff determined replacement of current fare collection systems was needed.

Connect Transit issued a Request for Proposals (RFP) to solicit proposals from qualified vendors to replace its existing fare collection equipment and system and seek a multimodal fare collection system capable of accepting a variety of payments, bringing Connect Transit into the next generation of fare payment technology.

Connect Transit staff created an in-depth scope of work highlighting the features of the system that would be most important to the community and other stakeholders. Connect Transit received eight proposals in response to the RFP. The evaluation process included interviews and demonstrations by all eight proposers. The interviews took multiple weeks to complete, then deliberations and scoring began. The evaluation team met with the top two proposers to confirm their understanding of the operation of the system and to clarify a few remaining questions. The evaluation committee selected Cubic Transportation, Inc. to be the recommended provider of the new fare collection equipment and software systems.

The evaluators selected Cubic Transportation, Inc. because of the user experience on the app, back-office software and reporting, strong industry presence with multiple large-scale deployments, and well-built integration capabilities with various transit technologies.

Cubic Transportation, Inc. has been providing transit fare collection equipment and resources for over 50 years with over 400 completed projects. They have experience working with transit agencies across the world including large and small agencies in the Midwest such as Chicago Transit Authority, Bloomington Transit (Indiana), and multiple similar sized agencies in Wisconsin.

The validators have a one-year warranty that can be extended to five years.

Total one-time capital costs for this contract will be \$982,125. Funding for these capital costs will be provided by FTA 5307 (35%) and IDOT DOAP Debt Service (65%).

Annual operating expenses associated with this contract are \$80 per bus per month with a 3% annual increase. The total annual cost for the first year will be \$68,160. This does not include credit card processing fees, which will be awarded in a separate contract to be recommended at a later date.

Karim Elsharnouby, Senior Director of Business Development at Cubic Transportation Systems introduced himself and began an on-screen presentation available as part of the Managing Director's Presentation available online.

Chairman Whitehouse asked if the Trustees had any questions.

Ms. Reece asked if we are going to pursue the one-year or the five-year warranty.

Ms. Strupek stated we are going with the one-year warranty because we are going to have overstock and that we are not worried about it working beyond one year because they are not likely to break down after one year.

Ms. Reece asked how long before IDOT moves on this.

Ms. Strupek stated she sent it to them in November and does not know when we will get a response.

Mr. Braun stated we will still have a cash-based solution for those people who still require a cash option.

Secretary Foster asked if this would replace what we have now or if we are just paying for the app.

Ms. Strupek stated we will be paying for the validators and some other one-time costs, and after that it is just the annual software fee. We would also be paying for Tag as the cash farebox since we will be getting rid of Genfare.

Secretary Foster asked if Tag is included in this request.

Ms. Strupek stated that everything for the year is included in this request, and then we will need to pay the annual software fees.

Chairman Whitehouse stated the validators are \$2,275 each and that the warranty covers those that break within the first year; we are buying 80, putting them on 71 vehicles so will have some extras available. If they break after the first year, what happens if we haven't purchased the five-year warranty?

Mr. Braun explained the cost of the five-year warranty is significantly more expensive than the cost of the unit so the price would have to go down for it to be cost effective.

Chairman Whitehouse asked if Connect Transit is going to give the fare cards out for free since they cost \$3.00 each.

Mr. Braun stated that at least the first one would be free.

Chairman Whitehouse asked Mr. Braun to consider a policy on replacement cards, that while we do not want to punish people, the cost of replacing cards can add up.

Vice Chair Hile stated it seems like it is time for this upgrade.

Mr. Braun stated that while the presentation indicated it would be a six-month rollout, we are planning for a mid-January roll out due to the time it will take IDOT to make a decision and us to plan it properly.

Chairman Whitehouse asked if the warranty would begin at purchase or when we activate them.

Mr. Braun stated the warranty will begin when we activate them.

Chairman Whitehouse asked if there were any other questions or comments for Mr. Braun.

Chairman Whitehouse called for a vote on the motion on the floor since there were no more questions or comments and asked the Clerk to call the roll.

**Rollcall Vote:**

AYE: Trustee Bianchi, Trustee Foster, Vice Chair Hile, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Motion to authorize the Managing Director to execute a contract with Cubic Transportation, Inc. for a Fare Collection Equipment and Software contract for a term of five years with 2 two-year options. The execution of this contract will be contingent upon final IDOT approval of this contract was **approved**.

b. Request for Use of Oakland Avenue Property – Informational

**Discussion:**

Mr. Braun stated that we have not used our Oakland Avenue property for over 15 years and that currently the City is leasing it on a short-term, month-to-month basis. He introduced Matt Burgess with Home Sweet Home Ministries and Robbie Osenga with Catalyst Construction, who shared brief presentation about what they would like to do with our Oakland Avenue property.

Mr. Burgess and Mr. Osenga referred to an on-screen presentation available as part of the Managing Director's Presentation online.

Jeff Jurgens, City Manager for the City of Bloomington, stated the downtown business owners were notified of the proximity of the current shelter, they didn't disclose this because

they thought it would be premature. He stated the City has been leasing this on a month-to-month basis and that they don't need to lease it anymore because they have the Owens nursery campus now. He stated they have looked at solutions similar to this and staff have visited a community like this in Missoula, Montana. He shared his appreciation for a nonprofit stepping up to try to put something like this within our solution because the solutions we have right now are not working. There are 10 encampments located within the City, Town, gravel pits, and some are difficult for first responders or service providers to access when individuals need help. Mr. Jurgens stated his support for this better solution.

Mr. Osenga stated the community will be a dignified place for them to live, having looked at other models throughout the country. Each cabin will be a sloped sleeping cabin with two windows, electric outlets, heat, air conditioning, with their own door, and aesthetically pleasing.

Mr. Burgess stated they will provide a 24-hour staffed program with coordinated services by trained staff members. There will be guidelines and safety agreements required of occupants.

Trustee Singer asked if occupants will be vetted.

Mr. Burgess stated they are to prevent barriers that will prevent engagement, so this community will be a lower barrier entry point than either of the existing shelters in the community right now, but no drugs or alcohol will be allowed on the premises. He explained they will allow people who are struggling with sobriety to be on site, as long as they are not unsafe, and their relapse has been off site.

Mr. Osenga stated they will allow pets.

Secretary Foster stated she thinks the idea is an excellent one and that it takes a community to address the issue, and that it is an issue.

Mr. Burgess stated that he is excited about the positive impact on the community and the conversations happening.

Secretary Foster asked what their plan for cleanliness will be, and if this is a temporary plan or long-term solution?

Mr. Burgess stated that a long-term solution has to involve access to affordable housing and until that significantly changes in the community, this will be a problem. Occupancy in this program will be a temporary status; people will come into this community on their way into permanent housing and that because of the housing situation this community will be needed for many years so this will be a long-term intervention. He explained the bathrooms are not part of the sleeping quarters so there is a facilities team to maintain the facilities. There is also a residential agreement with the residents, meaning they do have to participate in the upkeep of the buildings.

Mr. Jurgens stated that a previous issue with a tent encampment was that it was not secure, people were coming and going, leaving their trash everywhere, and there was just no way to control it. He explained this model is the complete opposite and that it will solve many of the problems he just listed.

Mr. Burgess explained that many of the problems caused by the shelter next to them were caused by people from the community coming in to cause problems or coming in for social reasons, or even well-intended people trying to support those individuals by bringing in boxes of food that would spoil because they'd sit out in the elements. He stated these issues will not exist with this program.

Chairman Whitehouse applauded them for what they are doing and shared his belief that we need to help people and everyone deserves dignity. He asked what the expectations of the individuals in the community will be, are we providing services to help them find a job and if Connect Transit could partner in that opportunity to help get free service to their place of employment. He shared his concern that it would become a come one come all situation for people to stay for the rest of their lives without any expectation of them to be accountable and seize the opportunity to better themselves. He explained he supports the cause but wanted to know about accountability.

Mr. Burgess explained that his organization is called Home Sweet Home Ministries, but it isn't a home like most go home to. It is a temporary home that will strike a balance between expectation versus requirement when it comes to engagement and services; they will be very encouraging yet persistent in inviting occupants to participate in the services they offer based on their needs. He emphasized they are going to strike a balance on not having hard requirements to stay in the shelter while giving them the services they need, so their basic survival needs are met. Research shows that people who are afforded a stable, sheltered environment can start to think and make strides in ways they weren't originally able to, which they see all the time.

Chairman Whitehouse thanked Mr. Burgess for clarifying the difference between expectations and requirements. He shared his belief that people who are given an opportunity live up to expectations and they want to better themselves.

Mr. Burgess stated they invest in relationships with the people they serve, and trust gets built in those relationships, people start believing they have opportunities they didn't believe before because they were functioning in isolation.

Mr. Jurgens asked what the average time in the community is to before someone is successful.

Mr. Burgess said it is sometimes for one night and sometimes over a year, but a three-month stay is average when affordable housing is available.

Trustee Bianchi asked if the 6,000 square foot building is where the 24/7 staffing will occur or if that is just the office space.

Mr. Burgess stated the 24/7 staffing and security office will be in that building.

Mr. Osenga stated they may be able to reduce costs by reducing the footprint of this building and utilizing space in their existing building one block away.

Vice Chair Hile stated she loves the idea and partnering in the future. She asked how right sized this project is for the need, and if this is a pilot project.

Mr. Burgess stated that an occupancy of 60 individuals will reach most of the people who are outside right now, but a small handful will not engage in this. It will not eliminate the people outside, but most are desperate to get inside. He explained this is not a pilot because it has been done all over the country and it works based on data

that has been reported. Denver reported 82% of the people they brought in doors are still indoors; Seattle has different numbers with 63%, but it is working.

Chairman Whitehouse thanked them for their presentation.

c. Recommendation for 2018 New Flyer Midlife Overhaul – Roll Call Vote

**Chairman Whitehouse called for a motion to authorize the Managing Director to execute a contract with Cummins, Inc. for completing a midlife overhaul of ten 2018 New Flyer buses. The execution of this contract will be contingent upon final IDOT approval of this contract.**

Trustee Singer motioned; seconded by Trustee Rao.

**Discussion:**

Mr. Braun stated that buses reach their mid-life, and we do an overhaul on them so they can last a little longer.

Ms. Strupek explained that Connect Transit's fleet management plan calls for vehicle and engine overhauls on an as-needed basis. Midlife overhauls have become common practice in the industry. Performing overhauls extends the life of buses by many years and saves maintenance expenses by replacing components that can cause on-street failures. Performing midlife overhauls also includes new warranties on vital components such as engines, transmissions, and aftertreatment systems.

The Federal Transportation Administration (FTA) provides Useful Life Benchmarking guidance for all types of transit equipment. For fixed route transit vehicles, the FTA requires 14 years of life. Therefore, Connect Transit has chosen to perform midlife overhaul services seven years into the vehicle's life.

On May 22, 2024, Connect Transit released a Request for Proposal (RFP) seeking proposals for midlife overhaul services for ten 2018 New Flyer transit buses. The Scope of Work for this RFP specifically defines all the components that Connect Transit Maintenance staff has identified as an item that will need to be replaced or refurbished during the midlife overhaul. Vital components such as engines, transmissions, cooling systems, exhaust aftertreatment systems, alternators, and fire suppressions systems will be replaced with new or remanufactured units or serviced as OEM's dictate. Additionally, Bus Operator seats will be replaced to reduce driver fatigue which can increase as seat components wear.

The Scope of Work also defines the responsibilities the contractor shall assume by being awarded a contract. Connect Transit has defined quality assurance inspections and final acceptance procedures that will be utilized during the project and prior to allowing an invoice to be submitted for each vehicle.

One proposal was received along with two letters indicating the vendor could not provide a proposal in response to the RFP. One vendor did not bid due to the fact that they do not have the proper equipment to complete the overhauls and the other stated that they could not submit a competitive quote at this time.

Based on the proposals received, staff recommend that Cummins, Inc., be awarded the contract. Cummins has been a long-time partner with Connect Transit and has completed similar work in the past. Additionally, Cummins repair technicians have been valued partners in repairing and assisting with the training of Connect Transit Mechanics.

The total price of this contract will be \$1,677,644.10, of which 65% (\$1,090,468.60) will be funded by IDOT DOAP Debt Service and 35% (\$587,175.43) will be funded by FTA5307.

Chairman Whitehouse asked if the Trustees had any questions.

Chairman Whitehouse called for a vote on the motion on the floor since there were no questions or comments and asked the Clerk to call the roll.

**Rollcall Vote:**

AYE: Trustee Bianchi, Trustee Foster, Vice Chair Hile, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Motion to authorize the Managing Director to execute a contract with Cummins, Inc. for completing a midlife overhaul of ten 2018 New Flyer buses. The execution of this contract will be contingent upon final IDOT approval of this contract was **approved**.

d. Recommendation for the Purchase of 13 New Heavy Duty Buses – Roll Call Vote

**Chairman Whitehouse called for a motion to authorize the Managing Director to execute a contract with Gillig for the purchase of 13 heavy-duty buses by utilizing a contract established by the State of Washington that has been used by at least three peer agencies in Illinois. The execution of this contract is contingent upon final approval of this contract by the Illinois Department of Transportation (IDOT).**

Vice Chair Hile motioned; seconded by Secretary Foster.

**Discussion:**

Mr. Braun stated that in recent years we have been awarded grants to purchase vehicles, and it is now time to purchase them.

Ms. Strupek explained the vehicles purchased in this contract will replace buses that are far past their useful life, many of which were purchased used from other agencies at the end of their useful life.

Connect Transit has been searching for methods to efficiently procure heavy-duty buses. Recently, the City of Dekalb, Springfield Mass Transit, and PACE Suburban Bus, as well as many other agencies throughout the Midwest, have utilized a public contract available for the State of Washington offering piggybacking for heavy-duty bus contracts. Peer agencies in Illinois have received appropriate approval to use this contract from IDOT. Connect Transit Procurement has determined that using this IDOT approved contract will significantly expedite the procurement process and we will benefit from volume pricing for buses.

Two heavy-duty bus suppliers are included on the State of Washington contract. Both New Flyer and Gillig were asked to provide a quote and anticipated delivery timeframe for these buses. When reviewing both options, staff chose to recommend Gillig be awarded this contract because the price from both vendors was effectively the same, but Gillig can deliver the buses in half the time as New Flyer. Currently, the most important selection criteria is the delivery timeframe.

Prior to 2015, Connect Transit's fleet was 100% Gillig and Maintenance staff has a long history of working on these vehicles. Gillig has been in business since 1890 in the United States and manufactures approximately 1,200 buses per year in their Livermore, California plant. Gillig has been a valuable partner for many years and staff is confident that extending this partnership is beneficial to both Connect Transit and Gillig.

The total price for 13 heavy-duty Gillig buses will be \$12,415,861. The funding for these buses is being provided by competitively awarded FTA Section 5339 grant funds, Congressionally Directed Spending initiated by Senator Durbin, Rebuild Illinois Capital funding, and IDOT DOAP Debt Service.

Chairman Whitehouse asked if the Trustees had any questions or comments.

Trustee Singer asked why we are spending \$1m to do overhauls on buses and then spending millions to buy 13 buses instead of saving the million to buy more buses.

Chairman Whitehouse explained the \$1m would buy one bus and we are overhauling 10 buses, plus the new buses won't arrive for a long time.

Charlie Busse, Maintenance Manager, stated we are required to keep the buses for 14 years and the overhauls will allow us to use the buses for at least six more years.

Mr. Braun explained the overhauls come with a warranty, whereas having our staff do the work does not.

Chairman Whitehouse called for a vote on the motion on the floor since there were no questions or comments and asked the Clerk to call the roll.

**Rollcall Vote:**

AYE: Trustee Bianchi, Trustee Foster, Vice Chair Hile, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Motion to authorize the Managing Director to execute a contract with Gillig for the purchase of 13 heavy-duty buses by utilizing a contract established by the State of Washington that has been used by at least three peer agencies in Illinois. The execution of this contract is contingent upon final approval of this contract by the Illinois Department of Transportation (IDOT) was **approved**.

e. Draft FY26 Budget – Informational

**Discussion:**

Chairman Whitehouse stated that Mr. Braun would be presenting the overall draft FY26 budget and that he would be meeting with each Trustee in a 1:1 meeting to discuss the budget more in-depth before the March 25 Board of Trustees meeting.

Mr. Braun presented the draft FY26 budget, available as part of the Managing Director's Presentation online.

Chairman Whitehouse reminded the Trustees to review the budget ahead of time and meet with Mr. Braun to go over the budget.

Vice Chair Hile asked Mr. Braun what his timeline is to hold the 1:1 meetings with Trustees. Mr. Braun stated he would like to have them done in the next three weeks.

Vice Chair Hile thanked Mr. Braun and Pat Kuebrich, Finance Director, for their time in preparing and reviewing the budget.

Chairman Whitehouse asked if the Trustees had any questions or comments.

Trustee Bianchi asked what Professional Services included.

Mr. Kuebrich stated it includes construction, lobbying services, capital expenses, attorney fees, consulting fees, and other vendors.

**H. CHAIRMAN'S REPORT:**

No report.

**I. MANAGING DIRECTOR'S REPORT:**

Mr. Braun shared his monthly Managing Director's report available online as part of the Managing Director's Presentation.

**Messaging Campaign Implementation:**

Mr. Braun gave an update on the Messaging Campaign. (Updates included as part of the Managing Director's Presentation available online.)

**Strategic Plan Scorecard:**

Mr. Braun gave an update on the Strategic Plan, noting that he had indicated changes or updates to the scorecard with an "X" on the far left. (Updates included as part of the Managing Director's Presentation available online.)

**Community Outreach:**

- ISU vs Drake Women's Basketball Game – Tabling Event
- ISU International Expo – Tabling Event
- Stuff the Bus
  - 1,008 packages of diapers
  - 2,956 packages of wipes
  - 301 cans of formula
- McLean County Warming Bus
- Bloomington, IN Fare Collection Visit

- Boys & Girls Club Shuttle
- Chamber of Commerce Gala
- Normal Rotary
- Westminster Village Tabling Event
- ISU Basketball (Drake and Bradley Men's)
- Stakeholder Meeting

### **Employee Morale:**

- December employee birthdays & work anniversary celebration
- January employee birthdays & work anniversary celebration
- February employee birthdays & work anniversary celebration
- Annual Holiday Luncheon
- Hot cocoa bar
- Employee retirement celebration

### **Professional Development:**

- National Transit Institute Procurement 1 Course: "Orientation to Transit Procurement"
  - New Orleans, LA; 12/2/24 – 12/5/24
  - Ashley Strupek, Procurement Manager
    - This free course helped Ashley understand the procurement process, regulations and procurement requirements of the Federal Transit Administration (FTA). She networked with other transit agencies for ideas to improve and enhance our procurement department. She learned more about the transit industry and received confirmation on procedures we are doing well. Some key topics discussed in the first course included conflicts of interest, piggybacking, planning, contract types, and methods of procurement. This course is one of a four-part series that Ashley plans to attend.
- TSI Transit Supervisor Certification Course
  - Charlotte, NC; 2/3/25 – 2/7/25
  - Justin Allen, Operations Supervisor
    - The course covered Supervision 101, which discussed behavior, ethics, and motivation.
    - A key challenge in our industry is motivated employees and what their motivations are. A few theories and ideas on motivation were:
      - Maslow's Hierarchy of Needs
      - Herzberg's Two-Factor Theory
      - Adams' Equity
  - We learned about:
    - Communication differences.
    - The importance of ethics, and our behavior, as a transit supervisor.
    - The importance of performance evaluations and how they can motivate and ensure quality.
    - ADA rules and regulations.
    - Safety, Security, Service, and Schedule and how they tie into Operations.
  - Explored the city using public transportation.

**Recruiting:**

- Positions Open:
  - Bus Operator (6)
  - Maintenance Supervisor (1)
  - Mechanic (2)
  - Microtransit Operator, FT (1)
- Positions Filled:
  - Bus Operator (7)
  - CSR (2)
  - Dispatcher (3)
  - Mechanic (1)
  - Microtransit Operator (1)
  - Scheduler (1)
  - Service Technician (2)

**Reminders:**

- SEI Filers confirmed; watch for email.

**J. TRUSTEE COMMENTS:**

Chairman Whitehouse stated Trustee Comments would be held after Executive Session.

**K. EXECUTIVE SESSION:**

- a. (ILCS 120/2(c)(1) – Personnel Matters
- b. (ILCS 120/2(c)(6) – Setting the Price for the Sale of Real Estate

**Chairman Whitehouse called for a motion to adjourn Regular Session and move into an Executive Session.**

Secretary Foster motioned; seconded by Trustee Rao.

**Rollcall Vote:**

AYE: Trustee Bianchi, Trustee Foster, Vice Chair Hile, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Motion to execute adjourn Regular Session and move into Executive Session in the Administrative Conference Room was **approved at 6:20 p.m.**

**REGULAR SESSION RE-OPENED:**

Chairman Whitehouse called Regular Session back to order at 7:46 p.m. in the Board Room and Board Clerk, Janice Crago, took attendance via roll call.

**Trustees Present:**

Trustee Gina Bianchi  
Trustee Linda Foster  
Vice Chair Julie Hile  
Trustee Mandava Rao  
Trustee Barbara Singer  
Chairman Ryan Whitehouse

**Trustees Absent:** Trustee Barbara Singer

**City Managers Present:** City Manager Pam Reece

**City Managers Absent:** City Manager Jeff Jurgens

**Staff Present:** David Braun, Managing Director  
Janice Crago, Board Clerk  
Steve Stockton, IT Manager

**Chairman Whitehouse suggested the following recommendations be postponed:**

- L: Managing Director's Annual Salary Increase
- M: Disposition of Oakland Avenue Property

Chairman Whitehouse asked if all Trustees agreed.

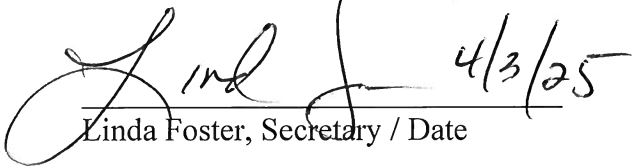
Trustees agreed by consensus.

**L. ADJOURNMENT:**

**Chairman Whitehouse called for a Motion to Adjourn.**

Vice Chair Hile motioned; seconded by Trustee Foster.

Meeting adjourned by consensus at 7:47p.m.

  
Linda Foster, Secretary / Date 4/3/25

  
Janice Crago, Board Clerk / Date 4.3.25

[CONNECT TRANSIT SEAL]

